

COMMITTEE CHAIR

The Chair of the Committee will:

- schedule Committee meetings;
- preside as Committee Chair at all committee meetings or delegate such responsibility if unable to attend;
- set the agenda of the Committee meetings with input from other Committee members and management and ensure there is sufficient time during the meeting to fully discuss agenda items;
- encourage full participation, stimulate debate (that is on topic, productive and professional) and facilitate consensus and clarity regarding decision-making;
- ensure timely and relevant information and other resources are available to the Committee to adequately support its work;
- ensure the responsibilities of the Committee are effectively carried out in compliance with the Committee's charter and that the functions of the Committee are carried out and reported to the Board;
- ensure minutes are complete and accurate, retained, and reviewed at the next meeting; and
- carry out such other duties and responsibilities as may be required or assigned by the Board from time to time.